



DEPARTMENT OF THE NAVY  
NAVAL RESERVE READINESS COMMAND NORTHWEST  
2000 WEST MARINE VIEW DR, BLDG 2102  
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 3590.1B  
N41  
4 Oct 01

NAVRESREDCOM NORTHWEST INSTRUCTION 3590.1B

Subj: NAVRESREDCOM NORTHWEST SUPPLY "EXCELLENCE" AWARD FOR NAVAL  
RESERVE ACTIVITIES

Ref: (a) SECNAVINST 3590.4A  
(b) COMNAVRESFOR P4000.1  
(c) NAVRESREDCOMNWINST 7300.2A  
(d) SECNAVINST 5214.2B

Encl: (1) Criteria and Grading System for the NAVRESREDCOM  
NORTHWEST Supply "Excellence" Award

1. Purpose. To publish criteria for the annual Supply "E" award to be presented to Commander, Naval Reserve Readiness Command Northwest (REDCOM NW) subordinate activities in recognition of Supply Department excellence achieved during the proceeding fiscal year. Attainment of this award will foster continuous improvement in Supply Department operations throughout the region and ensure continued success in meeting the Naval Reserve and REDCOM NW's mission, vision, and guiding principles.

2. Cancellation. NAVRESREDCOMREG22INST 3590.1A

3. Background. Reference (a) authorizes the establishment of annual awards for excellence in operations supporting the attainment of goals. The REDCOM NW Supply "E" Award will be presented to all subordinate activities that meet the criteria listed in enclosure (1). References (a) through (c), as well as various REDCOM NW instructions, provide primary guidance to be followed in Supply Department operations. REDCOM NW, Comptroller, and Logistics Departments will determine annually which Reserve activities have met the criteria established in enclosure (1), and forward these results to the Readiness Commander for review and recognition.

4. Discussion. All activities that meet the criteria listed in enclosure (1) will be recognized. The goal of REDCOM NW is to continuously improve in all areas of supply, logistics, and financial functional areas of responsibility. All activities are encouraged to strive for continuous improvement, excellence in achievement, and attainment of the Supply "E" Award.

NAVRESREDCOMNWINST 3590.1B  
4 Oct 01

5. Action

a. The REDCOM NW Director of Logistics will:

(1) Monitor compliance with enclosure (1) in coordination with the REDCOM NW Comptroller.

(2) Submit a list of activities that meet the criteria in enclosure (1) to the Readiness Commander for review, approval, and recognition.

(3) Generate appropriate letters/certificates of recognition and plaques for eligible activities.

b. REDCOM NW Reserve Activity Commanding Officers will promote supply "excellence" within their commands.

6. Reports. The reporting requirements contained in paragraph 5 are exempt from reports control per reference (d).



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Distribution: (NAVRESREDCOMNWINST 5216.1K)  
List A (N4, N41, N8 only)  
B

Stocked:  
NAVRESREDCOM Northwest (N01A)

CRITERIA AND GRADING SYSTEM FOR THE NAVRESREDCOM NORTHWEST SUPPLY  
"EXCELLENCE" AWARD

1. Criteria reviewed and point value assigned for the REDCOM NW Supply "Excellence" Award will include the following:

a. Functional Areas: Financial

(1) Weekly reports:

(a) Each Tuesday - Expenditure downloads

(b) Each Wednesday - Batch and Document Status Log

(2) Monthly reports:

(a) Last Friday of the month - Status of Funds  
(current & prior FY)

(b) Last Wednesday of the month - Batch and Document  
Status Log (current and prior FY)

b. Functional area: OPTAR Management

(1) 31 December - 99.7% obligation rate required

(2) 31 March - 99.7% obligation rate required

(3) 30 June - 99.7% obligation rate required

(4) 31 July - 80.0% obligation rate required

(5) 30 September - 99.7% obligation rate required

(6) March (or as required)- FY Budget Call

c. Functional area: Logistics

(1) Monthly reports: 1<sup>st</sup> of each month - Copy of  
CITIBANK e-statement and certification

(2) Quarterly reports: Facilities Quarterly Status  
Report

NAVRESREDCOMNWINST 3590.1B  
4 Oct 01

(3) Semi-annual reports:

(a) 31 March/30 September - Semi-annual review of Government Commercial Purchase Card (GCPC) Internal Operating Procedures.

(b) 03 April/02 October - Monthly Procurement Summary Report (DD form 1057)

(4) Annual Reports: Facilities - Reports: Annual Inspection Summary - when distributed by DIRFAC West.

d. Reports required by higher authority (i.e. E-mail requests COMNAVRESFOR/COMNAVSURFRESFOR): Responses required within established timeframes.

e. Interest Penalty Payments: Any activity that incurs interest penalty payments during the course of the FY will not be eligible for the Supply "E" award unless complete justification and documentation can be provided to substantiate these charges.

2. Grading for the REDCOM NW Supply Excellence Award will be based on the following point value system.

a. Weekly Expenditure downloads: 2 points. 52 per FY.  
Maximum possible points: 104

b. Weekly Batch/Document Status Logs: 2 points. 52 per FY.  
Maximum possible points: 104

c. Monthly Status of Funds (current & prior FY): 10 points.  
Maximum possible points: 120

d. Monthly Batch & Document Status Log (current & prior FY): 10 points. Maximum possible points: 120

e. OPTAR Management:

(1) 99.7% obligation rate on 31 December: 25 points

(2) 99.7% obligation rate on 31 March: 25 points

(3) 99.7% obligation rate on 30 June: 25 points

- (4) 80.0% obligation rate on 31 July: 25 points
- (5) 99.7% obligation rate on 30 September: 25 points
- (6) FY budget call: 25 points

f. Monthly CITIBANK statement/certification: 10 points,  
Maximum points possible: 120

g. Semi-annual GCPC review: 25 points, Maximum points  
possible: 50

h. Semi-annual DD Form 1057: 50 points, Maximum points  
possible: 100

i. Facility Annual Inspection Summary: 25 points. Maximum  
points possible: 25 points

j. Reports required by higher authority: 5 points will be  
credited to each activity's total point balance for  
accurate/timely submission of e-mail request during the course of  
the FY.

k. Early submission of required reports: 2 points will be  
credited to each activity's total point balance for submission of  
required reports before the actual due date.

3. Other criteria used:

a. The Comptroller and Logistics Department will review  
required reports to determine if proper OPTAR management (posting  
receipts, obligation increases/decreases), procurement practices,  
and compliance with instructions, notices and directives are  
evident.

b. Command Inspection results from the previous 18 month  
period.

c. Assist visit results from the previous 18 month period.

d. Day-to-day observations